



## **Construction And Commercial Vehicles At Haleakalā National Park**

The Code of Federal Regulations (36 CFR §5.6) requires that all construction and commercial vehicles moving through the National Park obtain authorization to do so from the Superintendent. At Haleakalā, the Special Use Permit (SUP) is used to permit such activity.

Special Use Permits are typically written for one time or short term activities. For construction and commercial vehicle access, these SUPs may have a term up to five years. Upon expiration of the SUP, the permittee may apply for a new permit.

### **Timeline:**

Due to ever-changing workloads, we must receive your application and application fee no less than two weeks prior to the start of your proposed activity. Requests that are complex in nature will require, at a minimum, four weeks to process as they must be reviewed by additional park staff for environmental and cultural compliance.

Once an application is approved, a permit will be written and the permittee will have to review and sign it confirming their intent to adhere to all permit conditions. Additionally, if contractors/subcontractors are involved, each entity will have to review and sign the permit conditions. Once the permittee has signed the permit, the Park Superintendent will authorize the permit by signature.

### **Application:**

The submission of a Special Use Permit application starts the process. The application form may be requested from our office or can be found online at:  
<http://www.nps.gov/hale/planyourvisit/permits.htm>.

Please fill out the application completely; incomplete applications will not be considered. Provide as much detail as you can regarding your project or projects; be sure to attach a vehicle/equipment list for each project. Providing more information is certainly better than not providing enough.

Along with your application, you must submit the non-refundable \$150 application fee. We will accept a check or money order made payable to the National Park Service or you can make a notation on the application stating that you will contact our office with your credit card information. The Federal Debt Collection Improvement Act of 1996 requires either a tax ID or social security number to appear on the face of the check. Applications will not be reviewed until payment is received.

Applications can be sent via the postal service, UPS, email, or fax:

**POSTAL SERVICE:**

Haleakalā National Park  
Business and Revenue Office  
Post Office Box 369  
Makawao, HI 96768-0369

**UPS :**

Haleakalā National Park  
Business and Revenue Office  
Mile Marker 11, Crater Road  
Kula, HI 96790

Email: HALE\_Commercial\_Manager@nps.gov

Fax: 808-572-4438

Please note that only UPS delivers to the park; we cannot receive packages via FedEx, Airborne Express or DHL.

**Vehicle/Equipment Inspections:**

Inspection of vehicles and equipment will be required. Once you have submitted a permit application, you will be directed to arrange for such inspection with park personnel. The permittee is responsible for payment for inspections.

**Performance Deposit:**

Dependent upon the complexity and scope of your proposal, a performance deposit may be required to ensure that payment is covered for vehicle/equipment inspections and monitoring.

**Fees and Charges:**

Application Fee: A \$100 non-refundable application fee is required. This covers the first two hours of time spent on the permit to include initial communications, site visits, compliance review, and writing of permit conditions.

Administrative Charges: Permits/projects that require more than two hours of administrative time for review, meetings, or permit processing will be charged at the rate of \$50 per hour.

**Insurance:**

General commercial liability insurance is required in the minimum amount of \$1,000,000.

The United States Government will be named as additional insured on the insurance certificate and it should read as follows: United States Government, Haleakala National Park, P O Box 369, Makawao, HI 96768.

The name on the certificate of insurance must match your business name, including any names used as DBAs (doing business as). The certificate can be mailed, shipped, emailed, or faxed using the contact information listed above.

A copy of the insurance certificate must be received before the permit will be approved by the Superintendent.

**Additional Information:** Additional information about Haleakala National Park may be found on our website at <http://www.nps.gov/hale>.

SUP Info: Construction and Commercial Vehicles  
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